Appendix D - Checklist

Transport Infrastructure Project Delivery System

Volume 2 - Tendering for Infrastructure Works

August 2020

Appendix D – Checklist

| Vol 2 Ref | Action requirement | Action complete | |
| --- | --- | --- | --- |
| Initials | Date |
| 5 | Tender Planning | | |
| 5.1 | Business Case decisions and details –   * Identify all relevant decisions and supporting details * Establish adequate understanding   Project Manager understands basis for project in Business Case |  |  |
| 5.2 | Responsibilities of Principal –   * Consider project scope and circumstances * Identify project specific role and limits of responsibility for Tendering Manager * List responsibilities of Tendering Manager   Responsibilities of Tendering Manager defined by Principal |  |  |
| 5.2.1 | Appoint Tendering Manager –   * Consider project circumstances and project team. * Identify options available. Select and appoint. * Tendering Manager briefed on project and responsibilities   Tendering Manager appointed and briefed by Principal |  |  |
| 5.3 | Appreciation of the project –   * Assemble all relevant documents. * Obtain background briefings (as warranted). * Establish adequate understanding of the project and its circumstances.   Tendering Manager fully prepared for Tender Planning |  |  |
| 5.4  5.3.2  5.3.1  5.3.4  5.4.3  5.5 | Planning steps by Tendering Manager –   * Initiate preparation of TEP * Identify risks and opportunities * Identify appropriate tender selection method. * Determine tender selection criteria. * Probity Advisor warranted? * Prepare brief for TAP.   Brief for TAP prepared |  |  |
| 6 | Tender development |  |  |
| 6.3.1  6.3.2  6.3.4 | Appoint TAP –   * Panel membership requirements identified. * Candidate members identified, interviewed and availability confirmed. * Nominated Panel Members declare any conflict of interest. * Panel members appointed. * Australian Federal Government representation? * Panel members adequately briefed on the project.   TAP appointed by Principal |  |  |
| 6.5 | Assemble / compose Tender Documents –   * Design outputs complete? * Contract documents, including project specific details and definition of tender selection methodology prepared? * Supplementary conditions of tender prepared? * Scope finalised? * Tender Prototype peer reviewed by Designer and Project Manager?   Prototype Tender Documents - complete and consistency checks carried out, reviewed by Designer, verified by Tendering Manager |  |  |
| 6.5.5 | Approval to call Tenders –   * Tender documents complete? * Financial allocations available in the QTRIP? * Work site available – or adequate arrangements in place? * Utility alterations and service authority requirements defined and agreed? * TEP prepared?   Principal's delegate approval to call tenders |  |  |
| 6.6.1 App E | Advertisement –  Tender advertisement details approved by Tendering Manager |  |  |
| 6.6.1 | Issue Tender Documents –   * Tenderer prequalified? * Obtain receipt for documents (Form C7501).   Register of tender documents issued maintained |  |  |
| 6.6.2 | Deal with enquiries –   * Nominated (experienced) officer appointed. * Record all responses (Form C7502). * Inform other tenderers (of enquiries and responses)?   Register of enquiries and responses maintained |  |  |
| 6.6.3 | Notice to Tenderers –   * Register and record of all Notices (Form C7503) * Obtain receipts from tenderers?   Register of Notices and receipts maintained |  |  |
| 6.6.4 | Pre-tender meetings (including site inspections) –   * Basis of meeting identified, and agenda planned. * Arrangements published (to all concerned). * Venue prepared, including displays. * Proceedings recorded minuted and minutes distributed.   Pre-tender meetings planned and executed – verified by Tendering Manager |  |  |
| 7 | Tender analysis phase |  |  |
| 7.2 | Tender opening –   * Opening date (and any extensions) confirmed. * Public opening or not? Nominated officers available for attendance? * Tender opening records established. * Record tender opening details (Form C7817).   Tender opening procedures completed. |  |  |
| 7.3  7.3.3  7.3.3  7.3.4  7.3.5  7.3.6  7.3.7  7.3.8 | Tender Examination –   * Check tender rates. * Check for compliance with Conditions of Tendering. * Deal with non-compliances (Table 7.1). * Resolve discrepancies (Table 7.2). (Form C7504). * Deal with tender conditions and assumptions (Tables 7.3 and 7.4). (Form C7504). * Deal with alternative tenders (Table 7.3.7): (Form C7505) * Identify if acceptable * Identify any intellectual property issues * Examine alternatives; Compare alternatives * Deal with unusually low bids.   Tender examination complete – verified by Tendering Manager |  |  |
| 7.5.1  7.5.2  7.5.3 | Tender assessment –   * Determine tenders in contention. (Form C7506 or C7507) * Undertake sensitivity analysis. (Form C7508) * Capability assessment: (examine "P" type schedules C7810\_P1 to C7810\_P8) * Financial capability * Technical capability * Clarify information   Best tender identified by Selection Panel |  |  |
| 7.6 | Tender Assessment Report –   * Documentation of assessment, conclusions and recommendation * Signatures of all Selection Panel Members and (if involved) Probity Advisor and/or Federal representative. * Report verified as complete Tendering Manager. * Copies of report to Project Manager, Probity Advisor, District Director, etc. * Record details of recommended tender. * Formal handover to Contract Administrator   TAR and associated actions completed – verified by Project Manager |  |  |
| 8 | Financial Approval Procedures |  |  |
| 8.2 | Initial steps –   * Tendering Manager (or nominee) enters project details into the FA Form (in 3PCM) * Dates for closing tenders and for expected completion of tender analysis updated (as warranted)   Initial steps complete – verified by Project Manager |  |  |
| 8.2.1  8.2.2  8.2.3 | Authorisation –   * Financial and Procurement Delegated Officer(s) for recommendation/approval identified – based on contract amount. * Tendering Manager enters details of recommended tender in 3PCM. * Complete the Contract Financial Approval Request form in Unifier. * Authorisation recorded.   Authorisation to award contract complete – verified by Project Manager |  |  |
| 8.3  8.3.1  8.3.2  8.4 | Award of contract –   * Tendering Manager forwards documents to Prequalification and Contracts Unit: * Tender Assessment Recommendation – refer Appendix J * Details of tenders received (Form 7817 – refer Standard Contract Provisions Roads Volume 1: Transport Infrastructure Contract Appendix A) * Register of Notice to Tenderers (Form C7503 – refer Appendix F) * District Tender Acceptance Report * Tender Correspondence, and * Original Winning Tender * Prequalification and Contracts Unit Contracts Officer verifies that all necessary documents are available and are complete. * Prequalification and Contracts Unit Contracts Officer prepares Letter of Acceptance * Letter of Acceptance signed by Delegated Officer (who has the necessary Statutory Delegation) and forwarded to successful contractor. * Instrument of Agreement prepared by the Principal and executed by both parties. * Advice to unsuccessful tenderers (letters and debriefings).   Contract award action complete – verified by Project Manager |  |  |